



SCOPE OF WORK

The specific tasks that we would perform for this project include:

1. Obtain a follow-on market comparison (use the same benchmarks from the previous study).
2. Obtain market comparisons by identifying additional agencies for sampling (use one-half the previous sample size).
3. Review core job duties for individual districts. Identify any additional duties not identified by previous study.
4. Review and collect the salary data of the six FTE employees.
5. Interview all six District FTE employees to obtain feedback and collect data on the revised compensation and benefit programs.
 - a. Individual positions
 - b. Compensation
 - c. Salary Matrix
 - d. Benefits provided
 - e. Benefits used
6. Receive written or oral feedback from Board members regarding the changes implemented from the 2014 study.
7. Analyze collected data.
8. Prepare draft report of study results and recommendations.
9. Receive feedback on draft report from the District's Director.
10. Review draft report feedback, hold discussions with the District Director as necessary, make the appropriate adjustments to the findings and the recommendations, and prepare final report.

PROFESSIONAL SERVICES FEES AND EXPENSES

- We estimate the level of effort for this project at 30 – 40 hours.
- The billing rate for this project is \$115 per hour.
- The total not to exceed (NTE) for this project is \$4,600.

SWPRD may wish to obtain additional services. Provided the work remains within scope, the billing rate will remain the same and will not increase.

Other Direct Costs for this project will include:

- Report delivery.
- Printing and materials.
- Travel time (Billing rate for consultant while traveling will be \$65 per hour.
- Mileage rate is based on the Government rate; currently 54.5 cents per mile.
- Any required licenses, fees or taxes.


SWPRD retains the right to cancel this contract at any time. Should this contract cancel prior to final completion and deliverable, fees and expenses shall be paid only for the work accomplished by the consultant prior to cancellation.

Accepted Scope and Budget:

SWPRD

Doug Coutts Date
District's Director

GMC



Harlan "Neal" Gaulden 29.06.13
Owner/Principal Date